



## J. Sterling Morton High School District 201

### BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

November 12, 2025

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for November 2025

| GROUP                     | FACILITY REQUEST    | DATES  |
|---------------------------|---------------------|--|
| Lincoln Middle School     | East Auditorium     | May 28 <sup>th</sup> 2026<br>4pm-8pm               |
| Gerald Macon              |                     |  |
| WSSRA                     | West Field House    | Feb 2 <sup>nd</sup> - May 16 <sup>th</sup><br>2026 |
| Kim Kassam                |                     | 6:15pm-8:15pm                                      |
| Lithuanian Opera Company  | East Auditorium     | May 4 <sup>th</sup> -May 11 <sup>th</sup><br>2026  |
| Mindaugas Razumas         | East Cardio Room    | 3pm-11pm   |
|                           | East Main Gym       | 11am-7pm   |
|                           | Pool Locker Room    | 9am-12pm   |
|                           | Parking Lot         |  |
| Berwyn South District 100 | West Auditorium     | May 1-May 9, 2026                                  |
|                           | West Little Theater |  |
|                           | West Main Cafeteria |  |
| Samantha Shuman           | Parking Lot         |  |

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

**TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # \_\_\_\_\_ - \_\_\_\_\_**  
**Class I Class II Class III Class IV (Select one)**

**NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:**

Berwyn South District 100-3401 Gunderson Ave. Berwyn IL 60402

**CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:**

Samantha Shuman, sshuman@bsd100.org, 708-303-4042

**DESCRIPTION OF EVENT/ACTIVITY:**

Berwyn South District 100 Musical

**ATTENDANCE (Breakdown by Adults and Children – will be verified):**

ADULTS 10 (staff/volunteers) CHILDREN 80 (cast and crew)  
Audience 300

**WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS? IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS?**

\$7.00 per ticket directly to Berwyn South District 100

**DATE(S) OF EVENT:** See attached schedule options

FROM \_\_\_\_\_ (Month/Day/Year) TO \_\_\_\_\_ (Month/Day/Year)

**TIME(S) OF EVENT:**

SET UP (If Needed) \_\_\_\_\_ START \_\_\_\_\_

BREAKDOWN (If Needed) \_\_\_\_\_ END \_\_\_\_\_

**ADDITIONAL NEEDS (Equipment or Special Requests):**

**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])**

|                   |                          |                       |                   |
|-------------------|--------------------------|-----------------------|-------------------|
| Morton East _____ | Morton West <u>  X  </u> | Freshman Center _____ | Alternative _____ |
|-------------------|--------------------------|-----------------------|-------------------|

**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

|                         |                          |                             |                             |
|-------------------------|--------------------------|-----------------------------|-----------------------------|
| Classroom _____ *       | Staff Cafeteria _____    | Senior Cafeteria _____      | Main Cafeteria <u>  X  </u> |
| Library _____           | Auditorium <u>  X  </u>  | Little Theater <u>  X  </u> | Stadium _____               |
| Field House _____       | Main Gym _____           | Other Gym _____ *           | Locker Room _____           |
| Conference Room _____ * | Pool _____               | Pool Locker Room _____      | Playing Field _____ *       |
| Cardio Room _____       | Parking Lot <u>  X  </u> | Other _____                 |                             |

**\*Specify Exact Location of Requested Use**   Morton West Auditorium, Little Theater, backstage, cafeteria (only needed on specific days-see schedule)  

**ADDITIONAL RULES & REGULATION CONCERNING USE**

1. District staff members must make arrangements for any needs they may have concerning the use of the facilities, including but not limited to audio visual equipment, food service, maintenance, etc. Such arrangements may require payment depending upon the rules governing facilities usage.
2. Each organization using the school facilities shall be responsible for the conduct of the people admitted and any damage or breakage incurred during the activity. The Board of Education is not responsible for any injury to persons attending, damage to personal property, or loss of personal effects.
3. All organizations must submit a certificate of insurance in accordance with all rules and regulations concerning facility usage including, but not limited to, naming J. Sterling Morton High School District 201 as an additional insured.
4. Class III applications must submit proof the organization is a qualified tax-exempt entity, such as the organization's IRS determination letter.
5. **SMOKING OR THE USE OR POSSESSION OF INTOXICATING LIQUORS AND DRUGS IS NOT ALLOWED IN OR ON DISTRICT 201 PROPERTY.**

I, as the applicant submitting this Request for Facilities Use, agree to the above rules and regulations concerning the usage of District 201 Property and/or Facilities as well as the Policies and Procedures of the Board of Education of District 201.

Samantha Shuman   
SIGNATURE & PRINTED NAME

October 15, 2025  
DATE

Possible Schedules for Berwyn South District 100  
 Contact: Samantha Shuman

| Date            | FRI.<br>MAY 1  | SUN.<br>MAY 3  | MON.<br>MAY 4  | TUES.<br>MAY 5   | WED.<br>MAY 6  | THURS.<br>MAY 7  | FRI.<br>MAY 8   | SAT.<br>MAY 9   |
|-----------------|--|--|--|--|--|--|---|---|
| Time & Purpose  | Sets, Costumes, Microphones, Props are dropped off by maintenance. Directors program lights and sounds | Dress Rehearsal & Tech 11 am-5 pm                      | Dress Rehearsal 4pm-8pm                                | Dress Rehearsal 4pm-8pm                                | Dress Rehearsal 4pm-8pm                                | School Day Performance (no preference on time from directors)                                | School Day Performance Evening Performance @ 7 pm   | Matinee Performance @ 1:30 PM Evening Performance @ 5:30 Pm                                       |
| People          | D100 Custodial staff, Directors<br><br>Student help needed from Morton West for lights and sound       | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors, <b>D100 Student Audience members</b> | D100 Parent Volunteers, Cast members, Directors, <b>D100 Student Audience members</b><br><br><b>Public Performance Audience Members</b> | D100 Parent Volunteers, Cast members, Directors<br><br><b>Public Performance Audience Members</b> |
| Locations Used: | Auditorium and Loading Deck  | Auditorium and Cafeteria                               | Auditorium   | Auditorium   | Auditorium   | Auditorium   | Auditorium and Lobby  | Auditorium and Lobby and Cafeteria  |



## Alternative Schedule 1:

| Dates           | FRI.<br>April 24   | SUN.<br>April 26                                       | MON.<br>April 27                                       | TUES.<br>April 28                                      | WED.<br>April 29                                       | THURS.<br>April 30  | FRI.<br>May 1   | SAT.<br>May 2   |
|-----------------|--|--|--|--|--|---|---|---|
| Time & Purpose  | Sets, Costumes, Microphones, Props are dropped off by maintenance. Directors program lights and sounds | Dress Rehearsal & Tech 11 am-5 pm                      | Dress Rehearsal 4pm-8pm                                | Dress Rehearsal 4pm-8pm                                | Dress Rehearsal 4pm-8pm                                | School Day Performance (no preference on time from directors)                               | School Day Performance Evening Performance @ 7 pm   | Matinee Performance @ 1:30 PM Evening Performance @ 5:30 PM                                       |
| People          | D100 Custodial staff, Directors<br><br>Student help needed from Morton West for lights and sound       | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crew members, Directors | D100 Parent Volunteers, Cast & crewmembers, Directors, <b>D100 Student Audience members</b> | D100 Parent Volunteers, Cast members, Directors, <b>D100 Student Audience members</b><br><br><b>Public Performance Audience Members</b> | D100 Parent Volunteers, Cast members, Directors<br><br><b>Public Performance Audience Members</b> |
| Locations Used: | Auditorium and Loading Deck  | Auditorium and Cafeteria                               | Auditorium   | Auditorium   | Auditorium   | Auditorium  | Auditorium and Lobby  | Auditorium and Lobby and Cafeteria  |

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

BUSINESS OFFICE SECY

PERMIT NO.

DATE RECEIVED/  
APPROVED

## FACILITY RENTAL AGREEMENT

### J. STERLING MORTON HIGH SCHOOL DISTRICT 201

#### General Policies

1. At the Superintendent's discretion, DISTRICT may grant individuals or entities, including but not limited to community and/or student organizations, short-term rental access to school facilities, provided such organizations agree to the terms listed in the Conditions for Rental section of this document.
2. During the school term, the District's facilities and property are ONLY available for usage outside of school hours (8:00 a.m. and 3:30 p.m) and up to 9:00 pm by outside groups UNLESS prior approval is granted by the Superintendent or designee.
3. No rentals shall be allowed on district holidays or during summer hours unless permitted by the Superintendent or designee.

#### Conditions for Rental

Permission to rent facilities is subject to approval by the Superintendent or designee upon submission of all required materials to the District 201 Business Office. Permission for rental will not be granted unless the renter agrees to abide by the provisions contained in the Facility Usage Application, Rules and Procedures. In addition, the following rules must be followed by the individual or entity whose Application is approved for usage:

1. Abide by all Federal, State, County and local laws including all rules and regulations of DISTRICT.
2. All advertisements and information must note the name of the organization and telephone number of a contact person AND should neither imply the endorsement of DISTRICT nor have DISTRICT phone numbers listed. Advertisements must not be made or distributed prior to the approval of a requested usage AND execution of a rental agreement. DISTRICT will review and approve all advertisements for any event prior to its distribution if so requested from the individual or entity approved for usage.
3. Maintain a tobacco-free, alcohol-free and drug-free environment.

4. Permit DISTRICT employees, at the discretion of the Superintendent or designee, to attend or monitor the group meeting or activities.
5. Submit Facility Rental Time Cards so that the District may assess any additional fees. Renters must sign in upon arrival and sign out immediately before departure. Failure to clock in and out appropriately may result in the termination of this Rental Agreement.
6. Stay in the designated rental areas. Renters may not enter building areas not covered by the Rental Agreement.
7. Minors (21 years of age and under) shall be supervised by adults over the age of 21 at all times.
8. Sell only beverages (i.e. soda, bottled water) purchased through DISTRICT OR catered by professional restaurants, caterers or organizations possessing the proper licenses and/or permits. The renter will order and pay for all such beverages ordered through the DISTRICT upon invoice being submitted by the Business Office. Orders will be placed when DISTRICT receives payment in full. Orders must be placed at least one week prior to the desired delivery date. If this condition for rental is violated, a fee of \$500.00 will be assessed on the final invoice to the renter.
9. Pay the rental fees as assessed by the Business Office. Fees stated on the Rental Agreement are estimates and may be amended in certain instances including, but not limited to, overrun of contracted time, required set up time, operation of equipment, break down and cleaning time after the event.
10. Base fees for spaces are established by area as defined within the fee schedule. The base fees include use of the space and basic utilities such as restrooms, water, lighting, heating and air conditioning (if available).
11. Pay any additional fees prescribed within the contract, including custodial, lighting and sound technicians, piano tuning, security guards and food service staff, if applicable.
12. Custodial fees are assessed at the hourly rate as defined within the fee schedule and will include a minimum of one hour beyond the contracted time. Custodial fees are assessed per custodian assigned; all efforts will be made to accurately estimate costs. Custodians are assigned to the renter to set up, break down and clean up after the rental. They are also capable of handling on-site issues and emergencies that may arise during the rental, and will supply the renter with Facility Renter Time Card and Facility Inspection form. It is understood that these are the custodians' only contracted duties.
13. Lighting and Sound Technicians shall be supplied by the DISTRICT. The renter shall be assessed the expense for such technicians at the hourly rate defined in the fee schedule, if



applicable.

14. Renters may not tune or adjust DISTRICT pianos. All fees resulting from requested tunings or required tunings after the event based upon unauthorized use by renter shall be the responsibility of the renter.
15. Food Service areas (kitchens) may be included within the rental agreement provided that renter retains the service of at least one District Food Service employee. The number of Food Service employees required will be established on a case by case basis. This fee will be established on a per person hourly rate as set forth in the fee schedule.
16. Security guards are required for the duration of the event. Associated fees are assessed at the hourly rate as defined within the fee schedule, as noted on the Rental Agreement. The number of security guards is determined by the number of people attending the event, at the discretion of the District. The Superintendent, or his designee, will notify an organization of the necessary level security at the time the contract is approved.
17. The District retains the right to assess a Parking Lot Fee, based upon attendance of the event. The Superintendent, or his designee, will notify an organization at the time the contract is approved.
18. The facility must be returned to its proper status upon the conclusion of the event OR the individual or entity must pay for all repairs to return it to pre-event condition.
19. The applicant, renter, organization shall indemnify, defend and save harmless J. Sterling Morton High School District 201, its Board of Education, officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of School District 201 pursuant to this agreement.
20. The renter shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance as required in the Facilities Usage Application, Rules and Procedures.
21. It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.
22. The individual or entity applying for the usage personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

### **Revoking or Rejecting Agreements, Cancellation of Event/Usage**

Approval of usage or events may be revoked or rejected by the Superintendent or designee in accordance with the Facilities Usage Application, Rules and Procedures. Events or usages may be cancelled by the individual or entity approved for usage in accordance with the Facilities Usage Application, Rules and Procedures.

### **Chodl Auditorium – Morton East High School**

Additional guidelines, rules and regulations may be established by the Superintendent if the need for such guidelines, rules and regulations are deemed necessary. Any such guidelines, rules and regulations specifically related to Chodl Auditorium shall be made available upon request.



## USAGE SUMMARY FORM

### **Rental/Usage Fees:**

Base Fee: \_\_\_\_\_

Custodial: \_\_\_\_\_

Security: \_\_\_\_\_

Food Service: \_\_\_\_\_

Sound/Lighting: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Fee(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Office

\_\_\_\_\_  
Date

### **Business Office Only**

Application Submitted

Proof of Insurance Submitted

Proof of Non-Profit Submitted

School Sign Off (availability)

Custodian notification and confirmation of coverage

Agreement execution

Invoice sent

Other requests notified and confirmed

School related hour calculation



## Facility Inspection Form

### Fill Out Upon Arrival

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

School Facilities Used: \_\_\_\_\_

Damaged Items: \_\_\_\_\_

### Fill Out Upon Departure

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Damaged Items: \_\_\_\_\_

AGREED / ACKNOWLEDGED (Circle One)

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

**TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #36-2935678**

**Class I   Class II   ☒ Class III   Class IV (Select one)**

**NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:**

**LITHUANIAN OPERA COMPANY**

14911 127TH STREET

LEMONT, IL 60439

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**CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:**

**Mindaugas Razumas**

operalt@gmail.com

(708) 369-1923

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**DESCRIPTION OF EVENT/ACTIVITY:**

Opera "Martha" performance.

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**ATTENDANCE (Breakdown by Adults and Children – will be verified):**

ADULTS: 1200

CHILDREN: 20

**WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS?  
IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS?**

Yes, LITHUANIAN OPERA COMPANY

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**DATE(S) OF EVENT:**

FROM: 05/04/2026 TO: 05/11/2026

**TIME(S) OF EVENT:**

Set Up: 05/04/2026 – 05/09/2026 (3:00 PM to 11:00 PM)

Performance: 05/10/2026 (11:00 AM to 7:00 PM)

Breakdown: 05/11/2026 (9:00 AM to 12:00 PM)

**ADDITIONAL NEEDS (Equipment or Special Requests):**

We will need Piano

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**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])**

|                      |                   |                       |                   |
|----------------------|-------------------|-----------------------|-------------------|
| Morton East <u>X</u> | Morton West _____ | Freshman Center _____ | Alternative _____ |
|----------------------|-------------------|-----------------------|-------------------|

**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

|                   |                 |                    |                 |
|-------------------|-----------------|--------------------|-----------------|
| Classrooms *      | Staff Cafeteria | Senior Cafeteria   | Main Cafeteria  |
| Library           | Auditorium X    | Little Theater     | Stadium         |
| Field House       | Main Gym X      | Other Gym *        | Locker Room     |
| Conference Room * | Pool            | Pool Locker Room X | Playing Field * |
| Cardio Room X     | Parking Lot X   | Other              |                 |

**\*Specify Exact Location of Requested Use:** \_\_\_\_\_

**ADDITIONAL RULES & REGULATION CONCERNING USE**

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3. All organizations must submit a certificate of insurance in accordance with all rules and regulations concerning facility usage including, but not limited to, naming J. Sterling Morton High School District 201 as an additional insured.
4. Class III applications must submit proof the organization is a qualified tax-exempt entity, such as the organization's IRS determination letter.
5. **SMOKING OR THE USE OR POSSESSION OF INTOXICATING LIQUORS AND DRUGS IS NOT ALLOWED IN OR ON DISTRICT 201 PROPERTY.**

I, as the applicant submitting this Request for Facilities Use, agree to the above rules and regulations concerning the usage of District 201 Property and/or Facilities as well as the Policies and Procedures of the Board of Education of District 201.

MINDAUGAS RAZUMAS  
SIGNATURE & PRINTED NAME

05/12/2025

DATE

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

|                      |            |                        |
|----------------------|------------|------------------------|
| BUSINESS OFFICE SECY | PERMIT NO. | DATE RECEIVED/APPROVED |
|                      |            |                        |



Facility Request Information for Building Approval

**Organization Name:** LITHUANIAN OPERA COMPANY

**Address:** 14911 127<sup>TH</sup> STREET, LEMONT, IL 60439

**Contact Name:** MINDAUGAS RAZUMAS

**Phone:** 708-369-1923 **E-mail:** operalt@gmail.com **Organization Class:** III - None for profit

**Tax-EIN#:** 36-2935678

**Event Description:** Opera „Martha” performance.

**Athletic Facility being used?:** YES

**Campus:** Morton East **Facility:**

**Event Date:** 05/10/2026 **Event Time:** 03:00pm **Event Breakdown:** 07:00pm

**Multiple Dates:** from 05/04/2026 to 05/09/2026 (from 03:00pm to 11:00pm), 05/10/2026 (from 11:00am to 11:00pm), and **Breakdown Time:** 05/11/2026 (from 09:00am to 12:00pm).

**Open to the public?:** yes **Attendance:** 1200 (with spectators)

**Kitchen needed?:** still under discussion

**Type of food being served:**

**Tables needed?:** How many? **Chairs Needed?** **How Many:**

**Purchasable tickets on site:** no **Payment Type:**

**Is food purchasable:** **No Payment Type:**

**Fundraising or Sales during event:** **Payment Type:**

**IT/AV setup needed:**

**Additional Notes/Needs:**

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

**TYPE OF ORGANIZATION REQUESTING FACILITY USE:**

☐ Private ☐ Public ☒ Governmental Body/Entity, Etc. ☐ Not for Profit- ID# \_\_\_\_\_

**NAME OF ORGANIZATION REQUESTING FACILITY USE:**

West Suburban Special Recreation Association

**ADDRESS OF ORGANIZATION:**

2915 Maple St, Franklin Park IL 60131

**NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:**

Kim Kassam, KimKassam.net, 847-455-2100

**DESCRIPTION OF EVENT/ACTIVITY:**

WSSRA Special Olympics Track and Field Program

**PROBABLE ATTENDANCE (Breakdown by Adults and Children):**

10 participants & 5 staff

**WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS?  
IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS?**

No

**DATE(S) OF EVENT:** Wednesday

**FROM** 2/2/26 (Month/Day/Year) **TO** 5/16/26 (Month/Day/Year)

**TIME(S) OF EVENT:**

**SET UP (If Needed)** 6:15

**START** 6:30 pm

**BREAKDOWN (If Needed)** 8:15

**END** 7:45 pm

**ADDITIONAL NEEDS (Equipment or Special Requests):**

**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])**

Morton East \_\_\_\_\_ Morton West ☒ Freshman Center \_\_\_\_\_ Alternative \_\_\_\_\_

**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

|   |                 |                  |                 |
|---|-----------------|------------------|-----------------|
| Classroom *                                     | Staff Cafeteria | Senior Cafeteria | Main Cafeteria  |
| Library   | Auditorium      | Little Theater   | Stadium         |
| Field House <input checked="" type="checkbox"/> | Main Gym        | Other Gym *      | Locker Room     |
| Conference Room *                               | Pool            | Pool Locker Room | Playing Field * |
| Cardio Room                                     | Weight Room     | Parking Lot      | Other           |

\*Specify Exact Location of Requested Use Morton West Field House

**ADDITIONAL RULES & REGULATION CONCERNING USE**

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Kim Kassam  
SIGNATURE

10-8-25  
DATE

Kim Kassam  
PRINTED NAME

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

BUSINESS OFFICE SECY

PERMIT NO.

DATE RECEIVED/APPROVED

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #36-6004319  
☐ Class I ☐ Class II ☒ Class III ☐ Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Lincoln Middle School - 6432 W 16<sup>th</sup>

CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:

Gerald Macon, gmacon@bn98.org, 708-393-3084

DESCRIPTION OF EVENT/ACTIVITY:

Middle School Graduation

ATTENDANCE (Breakdown by Adults and Children – will be verified):

ADULTS 750 CHILDREN 264

WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS?  
IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS?

NO

DATE(S) OF EVENT:

FROM May 28, 26 (Month/Day/Year) TO May 28, 26 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) ~~4:00~~

START 4:00 pm

BREAKDOWN (If Needed) \_\_\_\_\_

END 8:00 pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Microphone / sound system / theater lights



**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])**

|   |             |                 |             |
|---|-------------|-----------------|-------------|
| Morton East <input checked="" type="checkbox"/> | Morton West | Freshman Center | Alternative |
|---|-------------|-----------------|-------------|

**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

|                   |  |                  |                 |
|-------------------|--|------------------|-----------------|
| Classroom *       | Staff Cafeteria                                | Senior Cafeteria | Main Cafeteria  |
| Library           | Auditorium <input checked="" type="checkbox"/> | Little Theater   | Stadium         |
| Field House       | Main Gym                                       | Other Gym *      | Locker Room     |
| Conference Room * | Pool   | Pool Locker Room | Playing Field * |
| Cardio Room       | Parking Lot                                    | Other            |                 |

**\*Specify Exact Location of Requested Use** \_\_\_\_\_

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 Gerald Macon  
SIGNATURE & PRINTED NAME

10/1/25  
DATE

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

|                      |            |                        |
|----------------------|------------|------------------------|
| BUSINESS OFFICE SECY | PERMIT NO. | DATE RECEIVED/APPROVED |
|                      |            |                        |